

Board of Zoning Appeals Applicant Instructions

(Use Variance, Development Standards Variance & Conditional Use Applications)

The following procedure applies to all applications filed with the Board of Zoning Appeals. The applicant is responsible for providing all necessary information and attending all meetings and hearings. Any questions about the filing procedure should be directed to the Columbus – Bartholomew County Planning Department at 812.376.2550. After the filing of an application a Planning Department staff person will be assigned to the request. This person will be the primary contact for the applicant.

Step 1 - Discuss the request with the Planning Department staff:

The applicant should contact the Planning Department to schedule a meeting regarding their application. The applicant should make sure that the staff fully understands the request and that they have received complete information as to what information will be needed. The staff will discuss the terms of the Zoning Ordinance with the applicant, review options and alternatives, and review the application and approval process.

Step 2 – File all required application materials and fees:

The applicant is responsible for completing the application form, providing the required filing fee, and providing all materials necessary for the staff and the Board of Zoning Appeals members to understand and consider the request. The applicant must provide 15 copies of the application form and any other materials. The following materials are required:

- a. Application form completed in its entirety and signed by the applicant and property owner.
- b. Filing fee (as specified on the Planning Department Fee Schedule)
- c. Other exhibits or materials necessary to demonstrate the conditions on the property, details of the proposed request, or any other aspect of the application. Please note that the staff or Board members may request additional information to aid in the understanding of the property and the proposal.

The application must be filled out completely and signed and required site plans and other supporting information must accompany the application. No application will be docketed for a hearing until it is complete. Hearing dates are determined based on the date complete application materials are provided to the Planning Department.

Step 3 – Prepare a presentation:

The applicant will be required to present evidence in support of their request at the scheduled public hearing. The applicant is responsible for addressing each of the criteria that apply to their request. The applicant's presentation **must** be directly related to the criteria contained in the zoning ordinance. Applicants who do not understand the criteria or do not believe they can address them adequately may consider hiring an attorney or design professional (architect, urban planner, land surveyor, etc.) to represent them.

Step 4 – Attend the public hearing:

The applicant or their representative must be present at the public hearing to present their request and answer any questions.